

## Salary Increase or Increment Letter from Employer Sample Format for Example

(Should be used Company's Letter or use official Email)

Dated:\_\_\_\_\_

To,

The Employee Name

(Employment Code No. )

Address,City, State and Code

**Subject : Salary Increment**

Dear (Employee Name)

During the year, our business witnessed incredible growth which has contributed in building a sustainable and profitable Business model for years to come. Our Company has made further investments in optimizing and strengthening our various business processes and to create robust foundation to meet up any risks and challenges we may face in the near future. In addition, we are putting up continuous efforts to hire best talent and invest in human resources.

All these efforts which we have done in the last financial years have made us a very Unique Company and helped us to build a very harmonious culture of transparency and brand building within the organisation. The skills and aptitude of the members of our family has made us confident that we will get more success for us in the years to come.

Further, keeping in view of your efforts, performance and contribution for our organisation. We are pleased to inform you that the management has identified you and have decided to give an Increment in your annual cost to company which will be now revised to Rs. (Mention the figure In Word). The revised CTC is applicable from date (\_\_\_\_\_) The detailed remuneration structure is enclosed as annexure 1. Your next appraisal is now due in month (\_\_\_\_). The salary details enclosed are strictly confidential and private and must not be disclosed and discussed to anybody.

We still have to cover long way and add many more milestones and I am sure, we will all achieve it with your continued support, dedication, teamwork, innovation and passion to work for this organisation.

We congratulate you and request you to please acknowledge and accept this increment letter of the revised Salary and terms by signing a duplicate copy of this letter and submit the same to our HR Department as a token of acceptance.

Wish you good luck and best of wishes and a long journey with the company.

Thanking you,

Your truly,